



Ваш надежный помощник

Administrative Assistant

📍 США, 🕒 14
января

Компания: [ProKinetics](https://jobs.ua/company/id/1639197) (<https://jobs.ua/company/id/1639197>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#), [Работа за рубежом](#)

Пожелания к сотруднику

Образование:	среднее
Опыт работы:	не требуется
График работы:	полный рабочий день

Описание вакансии

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

Контактная информация

Контактное лицо: АннаР